



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

1/31/01

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

312

SUBJECT: Revised Correspondence Suspense Requirements

The Secretary of Defense wants to ensure that replies to incoming correspondence are timely and succinct. Correspondence prepared for signature of both the Secretary and Deputy Secretary of Defense will be a top priority.

To ensure that replies are responsive, the correspondence suspense requirements in effect since April 5, 1999 are hereby modified. The revised suspense requirements, which are listed at the attachment, are effective upon receipt of this memorandum. To meet these requirements, it will be imperative that coordination be done in a timely, simultaneous manner.

The revisions will be reflected in the next updates to DoD Administrative Instruction No. 7, *Manual for Written Material*.

*Maria I. Cribbs*

Maria I. Cribbs  
Colonel, USAF  
Executive Secretary

Attachment:  
As stated



U02410 /01

3174201

**Secretary of Defense Correspondence  
Suspense Requirements  
as of January 30, 2001**

Communications and Directives (C&D) Directorate will establish a suspense date upon receipt of incoming correspondence addressed to the Secretary and Deputy Secretary of Defense. The “clock” for the suspense date of the assigned action begins the first working day after the date of the time-stamp placed on the document by C&D (see MOD instruction below for an exception). Unless special instructions for preparation of a faster/later response are indicated, the suspense requirements for final replies are as follows:

- 24 hours\*\* for correspondence directly from the President or the White House Chief of Staff.
- Four (4) workdays\* when correspondence is from a Cabinet Head, Member of Congress, Governor or Senior White House Staff.
- Four (4) workdays\* for replies prepared for the Secretary or Deputy Secretary of Defense Signature (PRS/PRD) when action is assigned to the OSD or the JCS staff.
- Four (4) workdays\* for replies prepared for the Secretary or Deputy Secretary of Defense Signature (PRS/PRD) when action is assigned to a Military Department or a Defense Agency.
- Five (5) workdays\*\* when action is for “Comments and Recommendations (C&R).”
- Five (5) workdays\*\* for Secretary of Defense Priority Action (SDPA) and DSD Priority Action (DSPA) items.
- Six (6) workdays\*\* for replies to White House referrals.
- Nine (9)\* calendar days for correspondence from foreign Ministers of Defense (MOD). Exception - clock begins on the Date of Receipt of the correspondence
- Nine (9) workdays\* for actions assigned as a Reply Direct by Component Head (RDC), Reply Direct (RD) or For Appropriate Action (FAA) when the reply will come directly from either the OSD or the JCS staff.
- Nine (9) workdays\* for actions assigned as Reply Direct by Component Head (RDC), Reply Direct (RD) or For Appropriate Action (FAA) when the reply will come directly from a Military Department or a Defense Agency.

\* A change from April 5, 1999 suspense requirements

\*\*No change from April 5, 1999 suspense requirements